

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** September 8, 2015  
**CC:** All Departments



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**Interim Town Administrator:** The week included the preparation of four staff reports for the Board of Selectmen's meeting. I met with the Fire Chief and Recreation Director on departmental matters. I met with the Administrative Liaison on transitional information and continued the preparation of material for transition with the new Town Administrator. I had discussion with the Conservation Commission Chair pertaining to donation of funds for the Lee's Pond property. I worked on material to assist me with the facilitation of the Work Session regarding the potential Community Center facility. Lastly, I attended the Board of Selectmen's Work Session and facilitated a session with the Board and Recreation Director that resulted in the consensus of work to be done and next steps associated with the possibility of a potential Community Center. I additionally attended the Board of Selectmen's meeting and provided necessary information. During the week of September 7<sup>th</sup> I will be in the office working with the new Town Administrator providing transition all day September 8<sup>th</sup> and the afternoon of September 9<sup>th</sup>.

**Administrative Liaison:** During the week I worked with the staff and Interim Town Administrator to finalize the weekly Board of Selectmen's agenda. I assisted with the preparation and set up of the Performance Evaluation training with refreshments and camera for recording for future staff viewing and development. I attended the Performance Evaluation training, and attended the Board of Selectmen's meeting (work session and regular business meeting). I want to thank the Board of Selectmen, Department Heads and staff for all their support and confidence during my Administrative Liaison role. I look forward to working with our new Town Administrator, Walter Johnson.

**Finance:** Nothing to report this week.

**Assessor:** I will be attending the NH Association of Assessing Officials meeting in Concord on Tuesday. George Sansoucy, our contract utility appraiser, will be attending the Selectmen's meeting this week, to discuss the results of the utility appraisals.

**Tax Collector:** 38 Notices of Impending Tax Deed for unpaid 2012 real estate taxes were mailed August 19, 2015 by certified mail, return receipt request, to property owners as well as mortgage holders. The Notices were also sent by first class mail on August 27, 2015. The last date to pay to prevent tax deeding is October 6, 2015 at 12 noon. After September 22, 2015 all payments for the 2012 tax levy must be in the form of a bank check, certified check or cash...no personal checks can be accepted. For that reason the pay online feature of the tax kiosk will be turned off beginning September 23<sup>rd</sup> until the tax deeding process is completed on October 6<sup>th</sup>. I have spoken several times with one of the owners regarding the tax deeding deadline, payment agreement possibilities and provided a history of payments made since 2009. We received a Notice of Chapter 7 Bankruptcy indicating that a taxpayer has filed bankruptcy in Georgia. Schedule E listed the Town of Moultonborough as a "creditor holding unsecured priority claims"

and listed the unpaid real estate taxes and interest as an “amount not entitled to priority”. In New Hampshire real estate taxes and interest are a “secured” claim. I was concerned the amount due to the Town would be discharged by the Georgia Bankruptcy Court and contacted Town Counsel Peter Minkow. Attorney Minkow indicated he would contact the attorney for the debtor and get back to me. I prepared and mailed the Bay Sewer Warrant List to the Bay Sewer Commissioners in preparation of the upcoming billing for sewer taxes. The agreement for printing/stuffing/ mailing service will expire in April, 2016. I have been in touch with the printing company and they have committed to holding the 2010 pricing for another three years. August 27<sup>th</sup> I attended the Selectmen’s Workshop to obtain guidance on whether or not they intend to update the look of their Newsletter within the next three years. Changes such as adding color photographs would increase the cost of printing and I would need to add that into the agreement. The Selectmen requested that I get the pricing for adding color photos and get back to them. I have been in contact with the printer and am awaiting their quote.

**Town Clerk:** This week Monday through Wednesday I worked with Tom Sawyer (Lakes Region Computer) and the state to finish and test the VPN. On Wednesday I worked on our monthly update for motor vehicle registration letters with Interware. On Thursday I attended the training provided by Primex and the Interim Town Administrator on Employee Evaluations and forms required. My office worked together to compile questions to bring to The Town Clerks Conference training the following week.

**Public Works & Facilities:** The week’s good weather aided in getting work accomplished around town. Two signs replaced and five others noted as missing and ordered. Grading was done with some gravel and stone hauled in for a few washouts and repairs. Rocks were marked in preparation for the Rock Hog to assist in their removal on Ossipee Mountain Road and on Ben Ayers Road. Miscellaneous items such as; water being picked up from CG Roxane for Town buildings’ use, stacking stock culverts, moving chip seal stone to sand pile, washing and greasing several pieces of equipment and shop pick up were completed. The crew chipped tree debris around Town to clean up areas such as; Winaukee, Blake, Ossipee Mountain Roads and Paradise Drive. On the Ossipee Mountain Road project scene, the crew did center line offset staking, cleaned up stumps, installed 3x6 rip rap at some run-offs and culverts. The Rock Hog (rock fracture) broke up some ditch line rocks for drainage on Ossipee Mountain Road. As we turn our attention to the Randall Road project, 100’x6” of lined under drainage was utilized in a spring spot on the hill area of Randall Road, asphalt was cleaned up that had deteriorated badly, road was re-ditched and a stump pulled, one culvert cross culvert was replaced and the remaining pavement was swept in preparation for the shim and overlay. A local hydro seeding contractor finished hydro seeding the Ossipee Mountain Road project ditches and slopes. Agent Kinmond and HEO/Mechanic Nave took truck #7 to Liberty International for warranty work, picked up drive shaft parts in Manchester and a spreader chute in Concord. Agent Kinmond attended the Emergency Management Operations Plan Review and update meeting. Agent Kinmond and Foreman Wakefield attended the Department Head and Supervisor training on conducting Performance Evaluations and the use of the new performance evaluation tool. Agent Kinmond attended CPM class on Organizational Behavior, and prepared for interviews for Facilities Team Leader position.

**Facility & Grounds Division:** The grounds crew continued mowing parks, common areas and cemeteries. The crew also cleaned up over growth on slope areas at Town Hall and at the Public Safety Building. The raft at Long Island Beach has been removed for winter storage, as there was no staffing for the beach over the holiday weekend. The Facilities staff did light bulb replacement in appliances at the Highway Garage and worked on the new breakroom project,

continued painting the floor, and removed and then reinstalled the cabinets in the new break room. Our Playground facility was taken care of with the following maintenance activities: Pickleball and tennis courts were cleaned off, trash was removed, cones and no parking signs were placed out, and the grounds were cut and trimmed. All buildings had recyclables collected and bins emptied. Mower 4 was noted to have a bad pulley, shaft damage, and bearings are going. Mower 3 had the deck belt replaced.

WMF Division: Co-Manager Filpula reported that the facility shipped out 2 containers of scrap metal and almost filled 2 more. The staff has made arrangements to have a pick-up of the paper container, and will be shipping out 2 containers of clean wood. Filpula reported that NRRA is working on a pick for aluminum and steel cans. The facility also shipped approximately 25 tons of MSW and 1 container of construction debris, C&D container. Agent Kinmond and Co-Manager Filpula attended the SSRC meeting.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 481 log entries, which included the following calls for service: 55 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 8 complaints, 3 MV Accidents, 8 MV Complaints, 5 residential alarms, 1 commercial alarm and 5 K-9 complaints

Training: Sept. 3<sup>rd</sup>, Chief Wetherbee, Sergeant Beede, Fulton and Boucher attended the Merit Evaluation Training.

**Moultonborough Fire Department:** Year to date there has been 607 calls for emergency service. For the period of 8/29/15 to 09/3/15 there were 23 calls for service: (16) Medical Emergencies, (2) Motor Vehicle Accidents, (1) Police Assist, (1) Public Service call, (1) Lift Assist, and (2) False Fire Alarms.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:08 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:00 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:12 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident.

The Fire Department completed its busiest August since 2011, with personnel responding to 118 incidents. The weekend of August 22-23 yielded 15% of the incidents for the month. The summer season has proven to be eventful with July and August incidents accounting for 37% of the Department's activity for the year to date.

Operations: 9/2, Chief Bengtson met with Lee Kimball to review Local Emergency Operation Plan. 9/3, Chief Bengtson attended Performance Evaluation training. 8/31, Fire Boat Operation training. 8 Requests for information, 4 Blasting Notifications, 1 Public Safety service, 1 Access Road inspection.

Emergency Management: Town Department Heads along with School Superintendent Susan Noyes and Heidi Lawton from NH HSEM met on Tuesday with Lee Kimball of LMK Emergency Planning Associate to begin the update of the Town's Local Emergency Operations Plan (LEOP). Department Heads will be meeting with Mr. Kimball individually through

September and October to review their parts in the plan and update pertinent information. The plan update is scheduled to be completed by the end of November and will be forwarded to NH HSEM and FEMA for their approvals. The LEOP is required by Robert T. Stafford Disaster Relief and Emergency Assistance Act for local governments to be eligible for FEMA recovery and assistance funds and grants.

**Office of Development Services Planning:**

Town Planner: Nothing to report this week.

Code & Health Office: I will have to change my planned vacation from September 14 – 18, to September 21 - 25 and the 28th due to family obligations. I issued 6 building permits this week along with 6 subcontractor permits and 2 septic designs. I have 14 building permits ready to be issued. The September water test for the Playground has been submitted to the State Lab and we should have the results next week.

**Human Services:** Nothing to report this week.

**Recreation Department:** This week, the Recreation Department will kick off the soccer season with a parent/player meeting at Playground Drive on Friday, September 11. Schedules and other information will be distributed to parents and players. MRD has some fun activities and games planned for the kids, as well. The opening day for soccer is Saturday, September 12, for all levels. New this year, MRD has teamed up with the Meredith/Interlakes youth soccer league. The teams of grade 3/4 and 5/6 will be playing against the Meredith teams this season. Volleyball for grades 3-6 will also begin this Saturday, September 12. MA Varsity Coach, Cori Schult and her team will be coaching the youth league again this year. Donna K. will be on vacation the rest of this week and then will be heading to the National Recreation and Park Association National Conference. She is one of the presenters at the conference and her session on personal and professional resiliency was chosen as a highlighted session by NRPA. She will also be presenting at NRPA Hall of Fame Induction Honors to the Family of “Wink” Richard Tapply from Bristol, NH.

**Important Dates to Remember**

**Meet & Greet the New Town Administrator, Town Hall, September 10, 2015, 6:15-6:55 PM**

**Board of Selectmen’s Meeting, September 10, 2015, 7 PM**

**Board of Selectmen’s Meeting & Public Hearing, September 17, 2015, 7 PM**

**Board of Selectmen’s Work Session, September 24, 2015**

**\*Staff Meeting, September 11, 2015, 9 AM\***